

ESA Update 6/27/12

First ESA Disbursement

For parents who have accepted ESA contracts, awards will be sent for processing in the coming days to be sure cards arrive on time (July 15th). For families who are renewing their agreements, your current card will be reloaded for continual use.

For new enrollees please review the [FAQs](#) concerning ESA debit cards.

Pupil Withdrawal Form Issue

Since our last update we've received many questions concerning the Pupil Withdrawal Form requirement. With most of the issues resolved there are a small number of students who've attended pre, elementary and middle schools last year and have graduated. Since the student cannot be withdrawn from a school they have moved on from, use the linked form in place of the Pupil Withdrawal Form and submit it to The Department.

<http://www.azed.gov/esa/files/2011/12/school-attendance-verification-form.pdf>

Note: *without the requested e-mail, pupil withdrawal form, or School Attendance Form, ESA staff will be unable to disburse funds for the 1st Quarter.*

New FAQs

Below are new FAQs that have been added to our site.

- [Tutor Accreditation](#)
- [Educational Therapy Accreditation](#)
- [ESA Debit Card Account Question](#)

Parent Meeting Dates and Locations Set

ESA staff will be holding three separate parent meetings for all interested parties. If *you are a new enrollee please be sure to attend*. Seating will be limited for the in-person meetings so be sure to arrive early. Topics covered will include:

- ESA Debit card use and common issues
- Expense reports
- New ESA Policy for 2012-2013
- Review of the new ESA expansion law that will take effect in 2013-2014
- MET renewal information: How to keep your eligibility with the ESA program
- Q&A

Phoenix ESA Information Meeting-July 18th in Conference Room 409 from 11am-1pm

Arizona Department of Education
1535 W. Jefferson St.
Phoenix, AZ 85007

Tucson ESA Information Meeting- July 25th in The Board Room from 1pm-3pm

Morrow Education Center
1010 E. 10th St.
Tucson, AZ 85719



ESA Online Live Webinar –July 26th 12pm-3pm (Webinar Link to come)

Late Contracts and Withdrawal Forms

All agreements must meet deadlines. If any of the requested documents are posted late it will delay your first award up a month or longer. ESA staff can only submit requests for disbursements twice a month which can severely delay funding for your children. The first quarter has been deliberately set for July to ensure that parents have time to set up payment methods with their vendors and schools. Please don't delay!

Expense Report Reminder

Returning parents, don't forget to turn in your fourth quarter expense reports by Monday! Remember, this is the last step before you're first quarter disbursement goes out. Not submitting a report or submitting an incomplete report will delay your award.

Please contact us if you have any questions at ESA@azed.gov.

Sincerely,
ESA Staff